



TrackOne - Technical Guidance Bulletin
TTGB – 2006-24

TO: Regional Operators
Indianapolis Private Industry Council
Regional Coordinators

FROM: Amy L. Smith-Rubeck, MA, LMHC
Director of Strategic Initiatives

DATE: May 15, 2007

SUBJECT: Youth Incentive Payments

Background

The Indiana Department of Workforce Development (DWD) procured an electronic case management system for the delivery of workforce development services effective July 1, 2006. The system was operational on July 1, 2006 for the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) funding sources. The system will become operational for the Wagner-Peyser and Veterans programs in 2007.

Purpose

The purpose of this Bulletin is to clarify how to report incentives or stipends provided to youth for the user community. Complete information on incentives or stipends may be found in the Indiana Department of Workforce Development's Policy 2004-17, Participant Payment Policy. Also, Technical Assistance Bulletin 2005-001 addresses "Incentive Payments to WIA Participants."

Guidance

Youth staff who provide an incentive or stipend to a youth must report this activity in TrackOne. This significant staff involved/intensive service/incentive/stipend is reported under "Supportive Services – Stipends (Youth in Training)."

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Questions concerning this Bulletin should be submitted to:

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TTGB Number	Subject Matter
2006-24	Youth Incentive Payments
2006-23	Modifications to the TrackOne Alert System
2006-22	Core Service Record Update in TrackOne
2006-21	Recording the Highest Grade Completed in the TrackOne Case Management System
2006-20	Collection of Equal Employment Opportunity Commission (EEOC) Data
2006-19	Protection of Clients' Personal Information in the TrackOne Case Management System
2006-18	Roles of DWD Staff, Regional Master Users & the TrackOne Help Desk for TrackOne Data Correction
2006-17	Youth Participants and Core Services
2006-16	Update to Protocol for Transferring Clients between Regions
2006-15	Case Notes and Service Notes in TrackOne
2006-14	Change to TTGB 2006-13, Entitled "Dual Data System Usage"
2006-13	Dual Data System Usage
2006-12	Youth Provider or Eligible Training Program Number
2006-11	Obligation Tracking in TrackOne
2006-10	Transferring a Participant from One Region to Another Region in TrackOne
2006-09	Use of Z Codes following Conversion to TrackOne
2006-08	WIA Tier Progression Documentation Requirements for TrackOne
2006-07	New Enrollments into TrackOne
2006-06	Clarifications and Additions to TTGB 2006-04 Entitled "Case Management System Usage"
2006-05	Data Correction Protocol
2006-04	Case Management System Usage
2006-03	Allowing Log on Capabilities for Case Managers Providing Services at Multiple Locations within One Region
2006-02	To Establish the Procedure for Removing Former Employees' Password Rights to the TrackOne Case Management System
2006-01	Youth Testing Requirements (Out-of-School)